

Education and Experience

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or related field.
- Three years of professional engineering experience.

License or Certificate:

- Possession of, or ability to obtain an appropriate, valid driver's license

COMPENSATION AND BENEFITS

Salary

- Salary Range - \$5,967—\$7,256 per month
- Longevity steps of 5% at 7, 11 and 20 years of City employment
- **Retirement**
- Participation in CalPERS dependent upon PERS participation.
- Employee pays entire "Employee" obligation towards plan
- **Insurance**
- City covers 80% of plan costs based on a formula and employee pays 20% of plan costs. (May be additional costs to employee dependent upon plan chosen)
- Life insurance of \$20,000
- **Deferred Compensation**
- Choice of plans available. Voluntary employee contribution

Leave Program

- Two to four weeks vacation leave annually based on years of employment with City
- 12 days of sick leave annually
- 13.5 days of paid holidays annually

APPLICATION AND SELECTION PROCEDURE

An examination of all resumes submitted and an interview by a panel will constitute 100% of the score for selection

Offers of employment are contingent upon successful completion of a comprehensive, job-related background investigation, reference checks, pre-placement medical examination and other appropriate requirements of the position. A satisfactory driving record, proof of automobile insurance and a valid California driver's license is required.

To be considered for this excellent career opportunity as Office Assistant submit a City of Auburn Application for Employment and a current resume to:

Administrative Services
City of Auburn
1225 Lincoln Way
Auburn, CA 95603
530/823-4211, Ext. 113
Fax 530/823-4209

Visit the City of Auburn web site at
www.auburn.ca.gov

Open Until Filled



For physical demands and working environment, please request a copy of the job specifications for details.

Provisions of this bulletin do not constitute nor guarantee an express or implied contract for employment and may be revoked or modified without notice. The City of Auburn is an Equal Opportunity Employer.

AUBURN, CALIFORNIA



©Kurt Bertilson-SierraDigitalServices.com

IS SEEKING APPLICANTS FOR THE POSITION OF PROJECTS AND TRANSIT MANAGER

THE ORGANIZATION

The City of Auburn was first incorporated in 1860 and again in 1888 and operates under the council/manager form of municipal government. City Council members are elected at large to staggered, four-year terms of office. The Mayor is elected by the City Council. The Council appoints citizens to five standing commissions charged with presiding over areas of special concern to the City—the Planning Commission, the Economic Development Commission, the Historic Design Review Committee, the Arts Commission and the Telecommunications Commission. The City Manager oversees the City staff of 80 in the administration of the day-to-day operations. The primary service delivery operations of the City are police, fire protection, community development and building, public works, municipal airport, bus transit and waste water treatment. Water, electric, solid waste disposal, parks and recreation and hospital services are provided by other agencies.

THE POSITION

Under general direction of the Planning & Public Works Director, coordinates and participates in various administrative operations and activities within the Planning & Public Works Department including: budget development and monitoring; managing all capital and grant-funded development projects; management of special projects and programs; manages, supervises, and oversees the operations, services, and activities of the Transit program; coordinates assigned activities with other divisions, outside agencies and the general public; and performs a wide variety of professional-level research, administrative, and analytical duties in support of assigned department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Example of Duties:

- Perform professional level research, administrative, and analytical duties in support of the Planning & Public Works Department.
- Participate in departmental grant activities; research grant opportunities for assigned area; prepare grant proposals, applications, letters of inquiry, and other grant documents for federal and state assistance programs; prepare grant status reports as required.
- Coordinate the organization, staffing, and operational activities for the City's transit program; recommend and establish municipal transit operating schedules and routes; maintain a variety of records and reports including mileage, passenger, fuel usage, and hours of operation reports and records.
- Participate in the development and administration of the Transit program budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- Update City's Capital Improvement Plan.
- Provide staff assistance to higher-level management staff; participate on and provide staff support to a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
- Coordinate transit activities with those of other divisions and outside agencies and organizations including other regional transportation providers; represent the City at Transit Insurance Pool meetings as well as state and local government and community outreach meetings.
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Highly motivated individual with proven success in grant writing and project management
- Methods and techniques of statistical and financial analysis
- Excellent organizational and interpersonal skills

Ability to:

- Supervise, direct, and coordinate the work of lower level staff
- Perform a variety of analytical and administrative support duties requiring knowledge of municipal government practices and procedures.
- Deal tactfully and courteously with the public and representatives of other agencies in providing information about departmental and City policies and projects
- Communicate clearly and concisely, both orally and in writing
- Assist with budget preparation and administration for assigned department and program areas

Work Environment:

- Standard office setting; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.